



June 30, 2020

**ATTENTION – PLEASE READ – IMPORTANT DEADLINE!!
FOR WIC VENDORS WITH THREE YEAR AGREEMENTS
RETURN ANNUAL VENDOR TRAINING CHECKLIST
By July 31, 2020**

Dear Authorized WIC Vendor:

Annually, the Georgia Special Supplement Nutrition Program for Woman, Infants, and Children (WIC) is responsible for providing training to improve services to the WIC customer, prevent program errors, and decrease compliance infractions and fraud. Each vendor is required to complete training by retrieving and reviewing information located on the Georgia WIC Office of Vendor Management website. This year's annual training update is provided in an interactive newsletter format. Please note, the links included in the newsletter direct you to important supplementary documents to provide an optimal, comprehensive training.

The training material includes:

- **FFY 2020 Georgia WIC Program Annual Training Newsletter**
- **FFY 2020 Annual & Pharmacy Vendor Training Checklist**
- **Georgia WIC Program Vendor Handbook, Effective December 13, 2019.**

In accordance with the WIC Vendor Agreement, each vendor's authorized representative is responsible for providing training to management representative(s) of the store. Please review the training materials (referenced above) located on the WIC vendor website <https://dph.georgia.gov/training-materials-and-resources> under the heading:

Training Materials and Resources- NEW! FFY 2020 Annual Training and proceed with the following steps:

1. Ensure the store's management representative(s) receives, reads, understands and reviews the following training materials:
 - Annual Training Newsletter
 - Georgia WIC Program Vendor Handbook, Effective December 13, 2020
2. Instruct each store's management representative(s) to mail the completed Annual Vendor Training Checklist, with an original signature, back to the corporate office or a designated representative. **PLEASE DO NOT ALLOW THE STORES TO MAIL ANY CHECKLIST DIRECTLY TO GEORGIA WIC.**
3. The corporate office (or designated representative) should collect all Annual Vendor Training Checklists and verify accurate completion of the form. Please ensure the signature listed on the checklist is original, all areas on the checklist are

marked, and form is signed and dated. **Keep a copy of the documentation for your files.**

4. When all Annual Vendor Training Checklists are received by the corporate office (or designated representative), please compile and attach a completed Certification Signature Form for each store. **Promptly mail all compiled checklist, within the corporation, to the Georgia WIC Program postmarked on or before July 31, 2020.**

Please return checklist via verifiable mail process to:

**Georgia WIC Program
Office of Vendor Management
2 Peachtree Street, 10th Floor NW
Atlanta, GA 30303**

Remember, the documentation must be postmarked no later than **July 31, 2020**. Faxed, hand delivered or photocopied checklists will not be accepted. Vendors who fail to participate in the annual training will be terminated.

If you have any questions, please contact the Office of Vendor Management at the customer service hotline 404-657-2900 or 1-866-814-5468, Monday through Friday 8:00 AM-5:00 PM. After 5:00PM and during periods of high volume calling, please leave a voicemail message.

Sincerely,



Yvonne L. Rodgers, MBA
Deputy Director
Georgia WIC – Office of Vendor Management

YLR/nb
Cc: Vendor File
Enclosures